



Kuali Research: Approver Guide

Kuali Research Help Contact: kr-help@umd.edu

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Locating a Routed Proposal

As an Approver, you may open the proposals you need to approve in two ways. You may reference the email notification you receive or you can use your Action List in Kuali Research.

Method #1 - Open Proposal by Email Notification

For proposals created on or after June 21, 2018, you will receive an email from “kr-actionlist@umd.edu” with a subject of **Kuali Research Action - Proposal - APPROVE - PI: [PI NAME] - Due Date: [DUE DATE] - Lead Unit: [LEAD UNIT #] - Sponsor: [SPONSOR NAME] - Title: [TITLE]**

In the email, click on the Document link in blue.

From: <kr-actionlist@umd.edu>
Date: Thu, Jun 21, 2018 at 10:07 AM
Subject: Kuali Research Action - Proposal - APPROVE - PI: John C. Down - Due Date: 06/01/2018 - Lead Unit: 1420101 - Sponsor: U.S. Air Force - Title: JD TEST NOTIF
To: <kr-test@umd.edu>
Please complete the APPROVE action for John C. Down in Proposal for "JD TEST NOTIF"
Your timely action is requested.
Failure to act when an approval is requested will stop routing.
To review the requested action [Document #2520713](https://umd-stg.kuali.co/res/kc-pd-krad/proposalDevelopment?methodToCall=docHandler&docId=2520713&command=displayActionListView)
<https://umd-stg.kuali.co/res/kc-pd-krad/proposalDevelopment?methodToCall=docHandler&docId=2520713&command=displayActionListView>
Or, to see all actions requested: [Action List](#)
<https://umd-stg.kuali.co/res/kew/ActionList.do>, and then click on the numeric Document ID: 2520713 in the first column of the List.

[Action Item sent to jdown](#)

This link will open the proposal on the Summary/Submit Section of the proposal.

For proposals created before June 21, 2018, you will receive an email from “kr-actionlist@umd.edu” with a subject of **Action List Reminder**.

In the email, copy and paste to the link under [To respond to this eDoc] to a web browser.

From: <kr-actionlist@umd.edu>
Date: Wed, Jun 20, 2018 at 11:47 AM
Subject: Action List Reminder
To: kr-test@umd.edu
Your Action List has an eDoc(electronic document) that needs your attention:
Document ID: 2478770
Initiator: Miller, Carolyn LaLumiere
Type: Add/Modify ProposalDevelopmentDocument
Title: Approving Proposal ; Proposal No: 41127; PI: Sally Egloff, Sponsor: U.S. Air Force; Due Date: 09/01/2018
To respond to this eDoc:
Go to <https://umd-sbx.kuali.co/res/kc-pd-krad/proposalDevelopment?methodToCall=docHandler&docId=2478770&command=displayActionListView>
Or you may access the eDoc from your Action List:
Go to <https://umd-sbx.kuali.co/res/kew/ActionList.do>, and then click on the numeric Document ID: 2478770 in the first column of the List.
To view the route log of this document:
Go to <https://umd-sbx.kuali.co/res/kew/RouteLog.do?documentId=2478770>
To change how these email notifications are sent(daily, weekly or none):
Go to <https://umd-sbx.kuali.co/res/kew/Preferences.do>
For additional help, email <<mailto:kr-actionlist@umd.edu>>

[Action Item sent to ckang1](#)

This link will open the proposal on the Summary/Submit Section of the proposal.

Method #2 - Open Proposal from Action List

Click [Action List] on the top Menu



Primary Approver or Secondary Approver

If you are the Primary Approver or a Secondary Approver, you will see proposals in your action list for you to approve. These proposal will have a Route Status of “ENROUTE” and Action Requested of “APPROVE”. To approve the proposal, click on the ID link, and the proposal will be opened on the Summary/Submit page. You may optionally click the “show” button to view a limited summary of the proposal.

27 items viewed, displaying 1 to 10. [First/Prev] 1, 2, 3 [Next/Last]

Id	Type	Title	Route Status	Action Requested	Delegator	Date Created	Group Request	Log
2220782	Proposal Development Document	JD TEST Agenda for ; Proposal No: 37184; PI: Zachary I F	ENROUTE	APPROVE		12:16 PM 08/01/2017		

NOTE: For CICs and ORA Approvals

If you do not see the proposal you are expecting to see in your Action List, then check to see if you have a Secondary Delegations dropdown. If you don't have the dropdown visible, then the following section does not apply to you. Typically this will apply only to CICS proposals or ORA Approvers.

Click on the “All Secondary Delegations” dropdown list first to view all proposals you are a backup for.

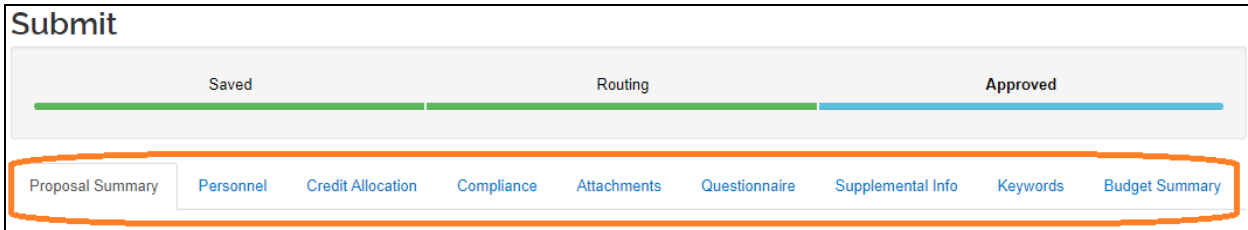


The list will be refreshed and show only proposals you are a secondary (backup) approver on. These proposals will have a Route Status of “ENROUTE”, Action Requested of “APPROVE”, and show the Delegator (Primary Approver) of the proposal. NOTE: You may optionally filter the secondary delegations list by individual Primary Approver by clicking on their name in the dropdown list.

Id	Type	Title	Route Status	Action Requested	Delegator	Date Created	Group Request	Log
2221378	Proposal Development Document	Test proposal 654; Proposal No: 37287; PI: Sally Egloff; Sponsor: Defense Advanced Research Projects Agency- Proposal Only; Due Date: 11/04/2017	ENROUTE	APPROVE	Flick, Paul Kurt	01:40 PM 08/09/2017		
2221372	Proposal Development Document	Research on GOT and; Proposal No: 37281; PI: Sally Egloff; Sponsor: Defense Advanced Research Projects Agency- Proposal Only; Due Date: 11/04/2017	ENROUTE	APPROVE	Kang, Christine	01:37 PM 08/09/2017		

Reviewing the Proposal

Once you've opened the proposal, the Summary/Submit Section allows you to easily view most details of the proposal all within the same section.



Proposal Summary Tab: Basic proposal details (Title, PI, Lead Unit, Prop #, Dates, Sub?, Sponsor, Deadline)

Personnel Tab: All personnel listed on the project and the their certification answers

Credit Allocation Tab: DRIF/Credit Split allocation

Compliance Tab: All Special Review items that apply to this proposal

Attachments Tab: All Proposal, Personnel, and Internal attachments are available to be viewed

Questionnaires Tab: All questionnaire questions and answers

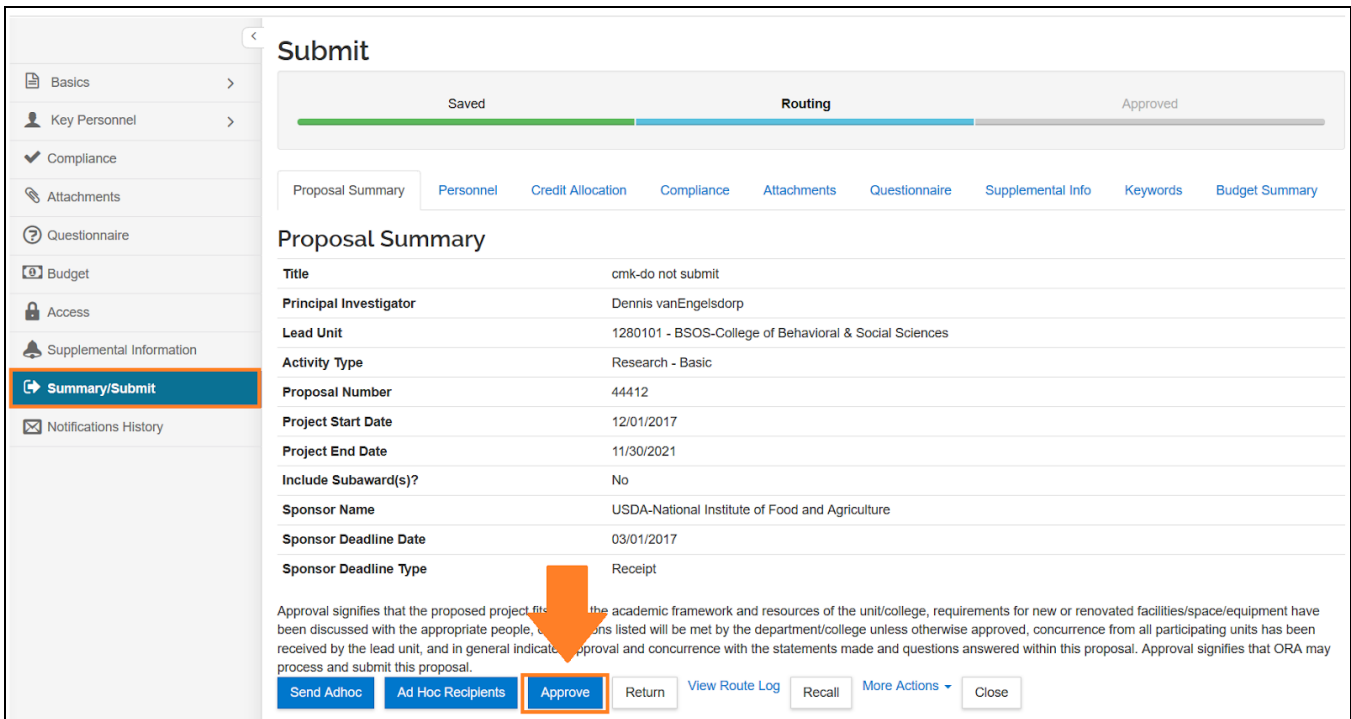
Supplemental Info Tab: Info such as Admin Costs, IDC Rate, Type, & Reason, Sponsor & Budget Contacts.

Keywords Tab: UMD does not use

Budget Summary Tab: Displays budget details by period and totals, personnel and non-personnel costs.

Approving the Proposal

Once you're ready to approve the proposal, click the [Approve] button at the bottom of the Summary/Submit page.



Approving at more than one stop

If you are an approver at more than one stop, you will need to either search for the proposal again under Unit > Proposal Development or return to the Action List and click on the action list item again. Note: if you are the Primary or Secondary Approver, you may need to adjust the drop down list to see the Doc ID in the list.

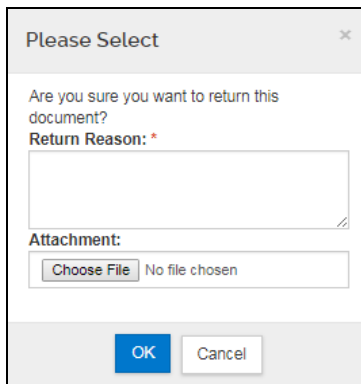
Proposal Return

If you spot any problems and would like to “Return” the proposal back to the Aggregator for correction, you may click on the [Return] button. This will take the proposal out of the routing process to be corrected and will need to be resubmitted by the aggregator to repeat the approval routing process. You may alternatively contact the aggregator outside of Kualu Research directly if you wish to report an issue.



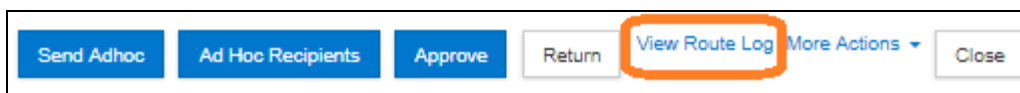
Click [Return] at the bottom of the page

You must enter a Return Reason, which will be shown as an annotation on the route log.

A 'Please Select' dialog box with a close button (X) in the top right. The text inside reads: 'Are you sure you want to return this document?'. Below this is a label 'Return Reason: *' followed by a text input area. Underneath is an 'Attachment:' section with a 'Choose File' button and the text 'No file chosen'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Viewing the Approval Status

If you wish to see who has approved a proposal or review where the proposal is in the routing process, you may click on the Summary/Submit section of the proposal and then click on the [View Route Log] button at the bottom.



Once the Route log is open, view the **Pending Action Requests** panel. This panel shows each approval stop that the proposal must fulfill, in order from top to bottom, before being submitted to the sponsor. Any actions already taken in the approval process will be shown in the **Actions Taken** panel.

Route Log [refresh](#)

ID: 2225605 [hide](#)

Title Approval Routing - ; Proposal No: 37604; PI: Paul Kurt Flick; Sponsor: NIH-Proposal Only; Due Date: 10/01/2017

Type [Proposal Development Document](#) **Created** 01:27 PM 08/30/2017

Initiator [Down, John C.](#) **Last Modified** 02:28 PM 08/30/2017

Route Status ENROUTE **Last Approved**

Document Status **Document Status Modified**

Node(s) [PeopleFlows, JoinCostShare](#) **Finalized**

Actions Taken [hide](#)

Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	Down, John C.		01:27 PM 08/30/2017	
show COMPLETED	Down, John C.		02:28 PM 08/30/2017	
show APPROVED	Flick, Paul Kurt		09:04 AM 08/31/2017	

Pending Action Requests [hide](#)

Action	Requested Of	Time/Date	Annotation
show IN ACTION LIST APPROVE	Kroutil, Brian L.	02:28 PM 08/30/2017	PeopleFlow Name: UMD PD SPHL College
show PENDING APPROVE	Montgomery, Wendy T.	02:28 PM 08/30/2017	PeopleFlow Name: UMD ORA Review
show PENDING APPROVE	Montgomery, Wendy T.	02:28 PM 08/30/2017	PeopleFlow Name: UMD ORA Review

Future Action Requests [show](#)

NOTE: The route log is made up of 4 different panels.

- **ID:** General Information on the Proposal
- **Actions Taken:** Shows what actions have already taken place in the approval process
- **Pending Action Requests:** Shows remaining actions left in the approval process
- **Future Action Requests:** If currently in the approval process this will be blank. This shows what actions will take place prior to routing.

KR Notification Emails

KR Notification Emails all come from kr-actionlist@umd.edu

Action	Email Subject	Email Message	Recipient
Proposal Created (Not a Copy)	Proposal No. [PROPDEV#] in Department [LEAD_UNIT# - LEAD_UNIT_NAME] has been created by [INITIATOR]	Attention Office of Sponsored Programs Proposal No. [PROPDEV#] has been created in Quali Research. Proposal No: [PROPDEV#] Proposal Initiator: Basic10 User Department: [LEAD_UNIT# -LEAD_UNIT_NAME] [SPONSOR# - SPONSOR NAME] Proposal Title: [TITLE] Due Date: [DUE DATE]	Contract Administrator, Unit Administrators
Notify Investigator Certification Required	Regarding your involvement in Development Proposal [TITLE]	Please review the following proposal by clicking on Proposal Number. Please answer the certification questions if you agree to participate in this project. Proposal Details as follows: Document Number: [DOC ID#] Proposal Number: [PROPDEV#] LINK Proposal Title: [TITLE] Principal Investigator: [PI_NAME] Lead Unit: [LEAD_UNIT# - LEAD_UNIT_NAME] Sponsor: [SPONSOR# - SPONSOR NAME] Deadline Date: [DEADLINE_DATE]	The Investigator Notified
All Proposal Persons Certification Completed (note: this will be sent when all named personnel listed certify, regarding the role)	All Proposal Persons Certification Completed for [PROPDEV#]	All of the Proposal Person Certifications are completed. Proposal Details as follows: Document Number: [DOC ID#] Proposal Number: [PROPDEV#] Proposal Title: [TITLE] Principal Investigator: [PI_NAME] Lead Unit: [LEAD_UNIT# - LEAD_UNIT_NAME] Sponsor: [SPONSOR# - SPONSOR NAME] Deadline Date: [DEADLINE_DATE]	Initiator
Proposal is ready for approval for Primary Approver (Proposal Created prior to 6/21/2018)	Action List Reminder	Your Action List has an eDoc(electronic document) that needs your attention: Document ID: [DOC ID#] Initiator: [AGGREGATOR] Type: Add/Modify ProposalDevelopmentDocument Title: [TITLE] ; Proposal No: [PROPDEV#] ; PI: [PI NAME] ; Sponsor: [SPONSOR] ; Due Date: [DUE DATE] To respond to this eDoc: Go to https://umd-sbx.kuali.co:/res/kc-pd-krad/proposalDevelopment?methodToCall=doHandler&docId=[PROPDEV#]&command=displayActionListView Or you may access the eDoc from your Action List: Go to https://umd-sbx.kuali.co:/res/kew/ActionList.do , and then click on the numeric Document ID: [DOC ID#] in the first column of the List. To view the route log of this document: Go to https://umd-sbx.kuali.co:/res/kew/RouteLog.do?documentId= [DOC ID#] To change how these email notifications are sent(daily, weekly or none): Go to https://umd-sbx.kuali.co:/res/kew/Preferences.do For additional help, email < mailto:kr-actionlist@umd.edu > Action Item sent to [APPROVER USERID]	Approver

Action	Email Subject	Email Message	Recipient
Proposal is ready for approval for Primary Approver (Proposal Created after 6/21/2018)	Kuali Research Action - Proposal - APPROVE - PI: [PI NAME] - Due Date: [DUE DATE] - Lead Unit:[LEAD UNIT] - Sponsor: [SPONSOR] - Title: [TITLE]	<p>Please complete the APPROVE action for [PI NAME] in Proposal for [TITLE] Your timely action is requested. Failure to act when an approval is requested will stop routing.</p> <p>To review the requested action: [Document #] [LINK] https://umd-sbx.kuali.co/res/kc-pd-krad/proposalDevelopment?methodToCall=doHandler&docId=[DOC ID#]&command=displayActionListView</p> <p>Or, to see all actions requested: Action List [LINK] https://umd-sbx.kuali.co/res/kew/ActionList.do, and then click on the numeric Document ID: [DOC ID#] in the first column of the List.</p> <p>Action Item sent to [USER ID]</p>	Approver
Proposal is ready for approval for Secondary Approver (Proposal Created prior to 6/21/2018)	Action List Reminder	<p>Document ID: [DOC ID#] Initiator: [AGGREGATOR] Type: Add/Modify ProposalDevelopmentDocument Title: [TITLE]; Proposal No: [PROPDEV#]; PI: [PI NAME]; Sponsor: [SPONSOR]; Due Date: [DUE DATE]</p> <p>To respond to this eDoc: Go to https://umd-sbx.kuali.co/res/kc-pd-krad/proposalDevelopment?methodToCall=doHandler&docId=[PROPDEV#]&command=displayActionListView</p> <p>Or you may access the eDoc from your Action List: Go to https://umd-sbx.kuali.co/res/kew/ActionList.do, and then click on the numeric Document ID: [DOC ID#] in the first column of the List.</p> <p>To view the route log of this document: Go to https://umd-sbx.kuali.co/res/kew/RouteLog.do?documentId=[DOC ID#]</p> <p>To change how these email notifications are sent(daily, weekly or none): Go to https://umd-sbx.kuali.co/res/kew/Preferences.do</p> <p>For additional help, email <mailto:kr-actionlist@umd.edu> Action Item sent to [SECONDARY APPROVER USERID] for delegate type SECONDARY</p>	Secondary (Alternate) Approver
Proposal is ready for approval for Secondary Approver (Proposal Created after 6/21/2018)	Kuali Research Action - Proposal - APPROVE - PI: [PI NAME] - Due Date: [DUE DATE] - Lead Unit:[LEAD UNIT] - Sponsor: [SPONSOR] - Title: [TITLE]	<p>Please complete the APPROVE action for [PI NAME] in Proposal for [TITLE] Your timely action is requested. Failure to act when an approval is requested will stop routing.</p> <p>To review the requested action: [Document #] [LINK] https://umd-sbx.kuali.co/res/kc-pd-krad/proposalDevelopment?methodToCall=doHandler&docId=[DOC ID#]&command=displayActionListView</p> <p>Or, to see all actions requested: Action List [LINK] https://umd-sbx.kuali.co/res/kew/ActionList.do, and then click on the numeric Document ID: [DOC ID#] in the first column of the List.</p> <p>For additional help, email <mailto:kr-actionlist@umd.edu> Action Item sent to [SECONDARY APPROVER USERID] for delegate type SECONDARY</p>	Secondary (Alternate) Approver

Action	Email Subject	Email Message	Recipient
Proposal Approved by Another	Proposal [PROPDEV#] Approved by Another User	<p>Prop Dev Number [PROPDEV#] PI [PI_NAME] Lead Unit [LEAD_UNIT# - LEAD_UNIT_NAME] Sponsor Name [SPONSOR# - SPONSOR NAME] Title [TITLE] Deadline [DEADLINE_DATE]</p> <p>[PI_NAME]'s Proposal [PROPDEV#] has been approved by another user. You can view this proposal through KC at the following address: Open document (LINK) If you have questions, please contact [PROPOSAL INITIATOR USERID] Thank you</p>	Other Approvers on Current Stop
Proposal Returned by Approver	[PI_NAME]'s Proposal [PROPDEV#] has been returned to the Aggregator	<p>Prop Dev Number [PROPDEV#] PI [PI_NAME] Lead Unit [LEAD_UNIT# - LEAD_UNIT_NAME]</p> <p>Sponsor Name [SPONSOR# - SPONSOR NAME] Prime Sponsor Name [PRIME_SPONSOR# - PRIME_SPONSOR NAME] Title [TITLE] Deadline [DEADLINE_DATE] Sponsor Announcement [OPPORTUNITY_ID# - OPPORTUNITY_TITLE]</p> <p>[PI_NAME]'s Proposal 37261 has been returned to the Aggregator. You can view this proposal through KC at the following address: Open document (LINK) The referenced proposal has been returned to the Aggregator for revisions and has been removed from your action list. This notification has been sent to all approvers at this stop. If you have questions, please contact [PROPOSAL INITIATOR USERID] Thank you</p>	Other Approvers on Current Stop
Proposal Recalled	Action List Reminder	<p>Your Action List has an eDoc(electronic document) that needs your attention:</p> <p>Document ID: [DOC ID#] Initiator: [AGGREGATOR] Type: Add/Modify ProposalDevelopmentDocument Title: [TITLE]; Proposal No: [PROPDEV#]; PI: [PI NAME]; [SPONSOR]; Due Date: [DUE DATE]</p> <p>To respond to this eDoc: Go to https://umd-sbx.kuali.co/res/kc-pd-krad/proposalDevelopment?methodToCall=doHandler&docId=[PROPDEV#]&command=displayActionListView</p> <p>Or you may access the eDoc from your Action List: Go to https://umd-sbx.kuali.co/res/kew/ActionList.do, and then click on the numeric Document ID: [DOC ID#] in the first column of the List.</p> <p>To view the route log of this document: Go to https://umd-sbx.kuali.co/res/kew/RouteLog.do?documentId=[DOC ID#]</p> <p>To change how these email notifications are sent(daily, weekly or none): Go to https://umd-sbx.kuali.co/res/kew/Preferences.do</p> <p>For additional help, email <mailto:kr-actionlist@umd.edu> Action Item sent to [AGGREGATOR]</p>	Aggregator that Recalled the Proposal

Action	Email Subject	Email Message	Recipient
Proposal Approval Completed - Created Institute Proposal Record	[LEAD UNIT#]- Proposal [PROPDEV#] is submitted	The Proposal [PROPDEV#] has been submitted to sponsor. The institute proposal number is [IP#] .	Aggregators, Added Recipients [Prompted by User]
Attachment Updated During Approval Routing	[LEAD UNIT#] - Notification : Narrative added to proposal : [PROPDEV#]	A new attachment is uploaded for Proposal : 37256, Module No. 1 have been changed. Narrative Type: [ATTACHMENT_TAB] Module Description: [TITLE_OF_ATTACHMENT]	Past Approvers, Added Recipients [Prompted by User]
Data Override Update Took Place During Routing	[LEAD UNIT#] - Notification	[FIELD_CHANGED] for proposal [PROPDEV#] has been changed to [COMMENT]	Aggregators, OSP Admin (CA), Added Recipients [Prompted by User]

Still have questions?

We're here to help!

Email Kual Research Help: kr-help@umd.edu